

# Board of County Commissioners

## Leon County, Florida

### Policy No. 00-2

Title: Public Use of the Leon County Courthouse

Date Adopted: February 15, 2000

Effective Date: February 15, 2000

Reference: N/A

Policy Superseded: Policy No. 96-16, "Public Use of Leon County Courthouse, October 23, 1996

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It shall be the policy of the Board of County Commissioners of Leon County, Florida, that:

While the Courthouse is owned by the citizens of Leon County, County Government is held responsible for its maintenance, appearance and control. Therefore, individuals or public organizations may use only the County Commission chambers, conference rooms on the second and fifth floors, courtrooms on plaza, second and third floors with Court Administration's approval (with the exception of Courtrooms 2B, 3A and 3B, which cannot be used), the Calhoun Street balcony on plaza level, and the Monroe Street hard surface public access ways, to conduct meetings.

Individuals or public organizations making application to use Courthouse facilities shall comply with the "Procedures for Public Use of Courthouse" attached to and incorporated as an element this Policy.

To schedule courtrooms for meetings which are to occur during normal courtroom hours, the Court Administrator must be contacted for scheduling. For all such meetings which are to begin after 5 p.m., the Division of Facilities Management must be contacted for scheduling.

Those wishing to use the Commission Chambers, conference rooms, Calhoun Street balcony, or Monroe Street hard surface public access ways, must schedule and coordinate their use with the Division of Facilities Management.

Individuals or groups wishing to use an outdoor area of the Courthouse, as described above, must first obtain authorization to use the requested area from the Director of Facilities Management. Final approval to use the area must be obtained from the County Administrator or Board.

Access to the building, security and implementation of the Board of County Commissioners' Policy regarding eligibility to use the facilities shall be the responsibility of the Division of Facilities Management.